



OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

POLICY DIRECTIVE # 18-18-ELI

(This Policy Directive Replaces PD #13-07-ELI)

ELIGIBILITY OF VICTIMS OF SEVERE FORMS OF TRAFFICKING

Date: November 01, 2018	Subtopic(s): (Cash Assistance, SNAP, Medicaid)
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AUDIENCE The instructions in this policy directive are for Job Center and Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff, and are informational for all others.

REVISIONS TO THE PRIOR DIRECTIVE

This policy is being revised to:

- Update information about the Federal Policy on victims of human trafficking as it relates to benefit eligibility;
- Add clarifications on the eligibility for human trafficking victim (HTV) certification;
- Remove the references to the Office of Refugee Resettlement (ORR). ORR no longer issues the Adult Certification, Child Eligibility and Interim Assistance Letters for the HTV;
 - Inform staff that the Office on Trafficking in Persons (OTIP) now issues all HTV letters for federally recognized victims of human trafficking;
 - Inform staff that OTIP issues Adult Certification letters for **T1** Visa holders and applicants only;
 - Inform staff that OTIP does not issue verification letters for derivative **T** Visa holders;
- Remind staff that an Eligibility Letter for an HTV child is still valid after the child turns 18 years old and does not expire;
- Remind staff that a T Visa on its own without a certification letter is sufficient for eligibility purposes;
- Update the Certification Letter and Child Eligibility Letter from the OTIP (**Attachment A**);
- Update the Notice of Confirmation as a Human Trafficking Victim in New York State (**Attachment B**);
- Update the Services Provided by the Sanctuary for Families (**Attachment D**);

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call 718-557-1313 then press 3 at the prompt followed by 1 or
 send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

- Update the NYC Refugee Resettlement Agencies (**Attachment E**);
- Include the Sample Notice of Action (**I-797**) indicating an Approved **I-914A (Attachment F)**;
- Update the list of the documents to determine HTV status;
- Inform staff that they must call a specific number to verify a Verification of Release form from ORR;
- Inform staff that they must verify an Adult Certification letter, Child Eligibility letter and Child Interim Assistance letter issued by OTIP; and
- Change all references to the ORR throughout this policy directive to OTIP.

POLICY

Federal Policy

Section 107 of The Victims of Trafficking and Violence Protection Act of 2000, Public Law 106-386 (TVPA), makes noncitizen victims of severe forms of trafficking in persons eligible for benefits to the same extent as noncitizens admitted to the United States (U.S.) as refugees under Section 207 of the Immigration and Nationality Act (INA) if otherwise eligible. This does not mean that noncitizen victims of severe forms of human trafficking are considered to have a refugee status under the immigration law.

Updated

The TVPA was reauthorized and amended by the Trafficking Victims Protection Reauthorization Act (TVPRA) of 2003, 2005, 2013, William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008, Preventing Sex Trafficking Act and Strengthening Families Act of 2014, and the Justice for Victims of Trafficking Act of 2015. These laws expanded eligibility to certain family members of victims of severe forms of trafficking. Family members with **T2, T3, T4, T5** or **T6** visas (referred to as “derivative **T** visas”) were made eligible for benefits to the same extent as victims of severe forms of human trafficking.

Severe forms of trafficking in persons is defined in the TVPA as any of the following activities:

Definition of a Trafficking Victim
Updated

- **Sex Trafficking:** the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, where the commercial sex act is induced by force, fraud, or coercion, or the person being induced to perform such act is under 18 years of age; or
- **Labor Trafficking:** the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

OTIP Process
(eligibility for public
benefits)

In order to be eligible for public benefits, a noncitizen HTV (who would not otherwise be eligible for assistance due to their immigration status) must have been exposed to activities that meet the criteria of severe forms of trafficking as defined above and must have **one** of the following documents:

Updated

- Adult Certification (adults) or Child Eligibility or Child Interim Assistance letter (minors under 18 years of age) from the U.S. Department of Health and Human Services' Office on Trafficking in Persons (OTIP). See **Attachment A** for samples of certification letter from the OTIP
- Approved Notice of Action (**I-797**) indicating an **I-914A** Application for Immediate Family Member of **T1** Recipient coded Class **T2-T6**. See **Attachment F** for a sample of an **I-914A** Application for Immediate Family Member of **T1**
- Nonimmigrant Visa coded **T1-T6**
- Arrival/Departure Record (**I-94**) coded **T1-T6**, if status granted for at least One year
- Employment Authorization Card (**I-766**) coded **A16** or **C25**
- Permanent Resident Card (**I-551**) coded **ST0** or **ST6-ST9**

New information

Note: The Office of Refugee Resettlement (ORR) no longer issues the Adult Certification, Child Eligibility or Child Interim Assistance letters. The OTIP issues all HTV letters for federally recognized victims of human trafficking. However, existing ORR letters may still be presented/submitted by applicants/participants and they are still valid.

Staff must be reminded that **any** of the above documents on its own, without a certification letter, is sufficient for eligibility purposes.

Only OTIP can certify an
HTV

The OTIP has been assigned sole authority to certify individuals as trafficking victims after consultation with the Department of Justice and the Attorney General. The OTIP may certify an adult as being an HTV if the individual:

New information

- has been subjected to severe forms of trafficking in persons as listed above; **and**
- is willing to assist in every reasonable way in the investigation and prosecution of severe forms of trafficking or is unable to cooperate due to physical or psychological trauma; **and**
- has made a bona fide application for a visa under section 101 (a) (15) (T) of the INA (**T** visa) that has not been denied; **or**
- is a person who received Continued Presence (CP) from the US Department of Homeland Security (US DHS) in order to contribute to the prosecution of human traffickers.

Minors receive a letter of eligibility from OTIP. Revised A minor under 18 years of age who is determined by the OTIP to be a victim of a severe form of trafficking in persons does not have to be certified by OTIP. Instead, the OTIP will issue a Child Eligibility Letter or Child Interim Assistance Letter stating that the child is eligible for benefits and services under any Federal or State program to the same extent as noncitizens admitted to the U.S. as refugees under Section 207 of the INA.

New information **Note:** If a child is issued a Child Eligibility Letter or Child Interim Assistance Letter this document does not expire even when child turns 18 years old. The OTIP will not issue a new letter and the child may continue to utilize that document past their 18th birthday.

Qualification for a T Visa for HTVs with OTIP letters Noncitizen HTVs who are certified by the OTIP, or who are issued letters of eligibility as victims of a severe form of trafficking, may **also** be determined eligible for a T-1 Non-Immigrant Visa (Trafficking Victims) if they:

- Updated information
- are or were a victim of a severe form of human trafficking as defined above;
 - are in the United States, American Samoa, the Commonwealth of the Northern Mariana Islands, or at a port of entry due to trafficking;
 - comply with any reasonable request from a law enforcement agency for assistance in the investigation or prosecution of human trafficking (**or** are less than 18 years of age **or** are unable to cooperate due to physical or psychological trauma).
 - are able to demonstrate that they would suffer extreme hardship involving unusual and severe harm if you were removed from the U.S.

Updated information Derivative visas are available to the family members of trafficking victims who have been issued a T-1 visa. If a T-1 visa holder was age 21 or older when the T visa application was filed, derivative T visas (T2-T6) are available to the victim's spouse and children. If a T1 visa holder was under age 21 when the T visa application was filed, derivative T visas (T2-T6) are available to the victim's spouse, children, parents, and unmarried siblings under the age of 18.

New information **Note:** OTIP only issues Adult Certification Letter for T1 Visa holders and applicants. OTIP does not issue letters for derivative T Visa (T2-T6) holders. If an individual presents a derivative T Visa, and it is valid (not expired), then this individual is eligible for public benefit to the same extent as a federally certified HTV.

T visa holders may be eligible for employment authorization. HTVs with T visas and family members of the HTV with derivative T visas that have been granted employment authorization will have the following codes on their Employment Authorization Card (**I-766**):

- **(a)(16)**: HTV
- **(c)(25)**: family member of the HTV

T visa holders can apply for an adjustment of status to Lawful Permanent Resident (LPR) if they meet the following conditions:

- Have been physically present in the United States for:
 - a continuous period of at least three years since the date of admission as a T non-immigrant; **or**
 - a continuous period during the investigation or prosecution of acts of trafficking, and the Attorney General has determined the investigation or prosecution is complete, whichever period of time is less.
- Have been a person of good moral character since first being lawfully admitted as a T non-immigrant;
- Have complied with any reasonable request for assistance in the investigation or prosecution of the acts of trafficking since first being admitted as a T non-immigrant; or
- Would suffer extreme hardship involving unusual and severe harm upon removal from the U.S.;or
- Were younger than 18 years of age at the time of the victimization qualifying the victim for relief under 8 USC 1101(a)(15)(T).

Updated information

HTVs with T visas and family members of the HTV with derivative T visas that have been granted LPR status will have one of the following codes on their Permanent Resident Card (**Form I-551**):

- **ST6**: HTV
- **ST7**: spouse of the HTV
- **ST8**: child of the HTV
- **ST9**: sibling of the HTV
- **ST0**: parent of the HTV

Cash Assistance

Noncitizen HTVs who are certified by the OTIP or issued a letter of eligibility by the OTIP, individuals who hold a T Visa, or individuals who hold derivative T visas, can receive Cash Assistance (CA) benefits through either the Family Assistance (FA) or the Safety Net Assistance (SNA) category, if they otherwise meet the eligibility requirements. Those noncitizen HTVs who are categorically ineligible for FA (e.g., a single adult with no children) are eligible for the

See [PD #05-15-ELI](#)
for the Refugee Cash
Assistance procedure

federally established Refugee Cash Assistance (RCA) program if they otherwise meet the eligibility requirements for SNA. RCA eligibility is limited to the 8-month period from the HTV certification, eligibility date for **T** Visa or eligibility date received from the OTIP.

In states that do not have an SNA general assistance program, RCA is used as a category of assistance for the issuance of benefits to eligible individuals who are categorically ineligible for FA. In New York, RCA is used for claiming and employment program engagement issues.

State/Fed Charge Code **30** must be entered in the Welfare Management System (WMS) for individuals eligible for RCA in order for HRA to receive the federal reimbursement for those cases.

If the 8-month period from the HTV certification, eligibility date for **T** Visa or eligibility date received from the OTIP has expired and the household is otherwise eligible for SNA, issue benefits under the SNA category but do not enter State/Fed Charge Code **30** in WMS.

New York State Anti-Trafficking Statute

NYS Policy

On November 1, 2007, the New York State (NYS) Anti-Trafficking Statute (Chapter 74 of the Laws of 2007) took effect and established human trafficking as a state crime and established a process to “confirm” HTVs under state law as a means of providing services to victims, including those who are not eligible for assistance due to their immigration status. See **Attachment B** for a sample of a Notice of Confirmation as a Human Trafficking Victim in New York State.

State-confirmed HTVs
are not given any
immigration status.

The designation of being a state-confirmed HTV does **not** change an individual’s immigration status and does not affect their noncitizen eligibility to receive CA or SNAP benefits. Only an OTIP certification, a letter of eligibility from the OTIP or **T** Visa will allow an individual who would otherwise be ineligible for CA or SNAP benefits due to their immigration status, to be eligible for CA and SNAP benefits to the same extent as a noncitizen admitted to the U.S. as a refugee under Section 207 of the INA.

The NYS Anti-Trafficking Statute gives the Office of Temporary and Disability Assistance (OTDA) the authority to enter into contracts with non-governmental organizations for providing services to certain state-confirmed HTVs who may not otherwise be eligible for CA or SNAP benefits due to their immigration status.

When a state law enforcement agency or a state district attorney’s office becomes aware of a potential HTV, it **must** notify OTDA and the Division of Criminal Justice Services (DCJS). DCJS, in consultation with OTDA’s Bureau of Refugee Services (BRS), will determine whether to “confirm” the referred person as a HTV under state law.

New information

As of January 20, 2017, “established legal and social service providers” **may** refer a potential HTV if the victim consents to the referral. Regulations state that these providers “shall include public agencies, county or municipal governments, or any subdivisions thereof; not-for-profit corporations, including charitable organizations incorporated, registered and in good standing with the charities bureau of the New York State Attorney General’s Office; faith-based organizations; and educational institutions.” See 18 NYCRR 765.2. These regulations include social service districts.

Revised

Persons who may be referred to DCJS/OTDA for the purpose of obtaining state confirmation as an HTV include:

- U.S. citizens;
- noncitizens with a qualified or satisfactory immigration status (e.g., Persons Permanently Residing Under the Color of Law [PRUCOL]);
- undocumented noncitizens who appear to be covered by the federal TVPA, and may have a pending application for federal certification as a victim of trafficking in persons with the OTIP; and
- minor HTVs.

OTDA will not refer noncitizens without satisfactory immigration status to HRA.

OTDA will refer to HRA those state-confirmed adult HTVs who are U.S. citizens or who have a satisfactory immigration status for benefit eligibility.

Revised

State-confirmed HTVs who are noncitizens without a satisfactory immigration status for CA or SNAP eligibility will be referred by OTDA to OTDA’s contracted regional service providers. The contracted regional service providers for NYC are Safe Horizon and Sanctuary for Families. See **Attachment C** for information on Safe Horizon and **Attachment D** for information on Sanctuary for Families.

New information

Note: These organization should be contacted for updated mission statements and information.

HTV's may have health, safety, and/or housing issues. Therefore, JOS/Specialized JOS should pay close attention to the needs of these applicants and provide services per current procedure. However, the JOS/Specialized JOS should not ask the HTV any questions regarding the victim's trafficking circumstances which are not required to determine eligibility for benefits or services.

HTV Liaison

As part of the responsibilities under the NYS Anti-Trafficking Statute, HRA is mandated to establish the position of an HTV Liaison. HRA's HTV Liaison is responsible for monitoring the application process of all state-confirmed HTVs and minor victims who have been referred to HRA to apply for assistance at a Job Center/NCA SNAP Center. In addition, the liaison must enter specific data onto the LDSS Human Trafficking Victim Disposition Report.

REQUIRED ACTION

Job Center Process

Non-citizen federally certified HTVs who would otherwise potentially be ineligible for benefits

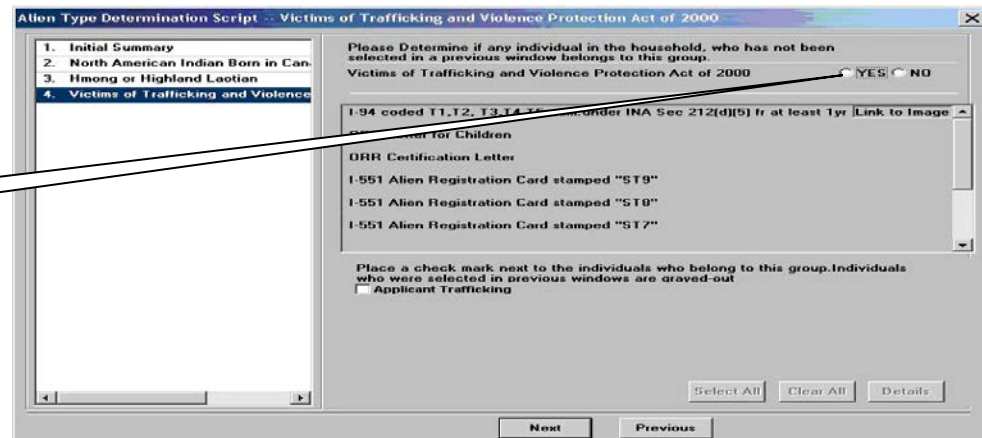
WMS ACI Code **D**

When the Specialized JOS gets to the Alien Checklist during the application interview process in POS for individuals who are OTIP certified HTVs, family members of OTIP certified HTVs with derivative **T** visas, or minors with letters of eligibility from the OTIP who would otherwise be potentially ineligible for benefits, the worker must:

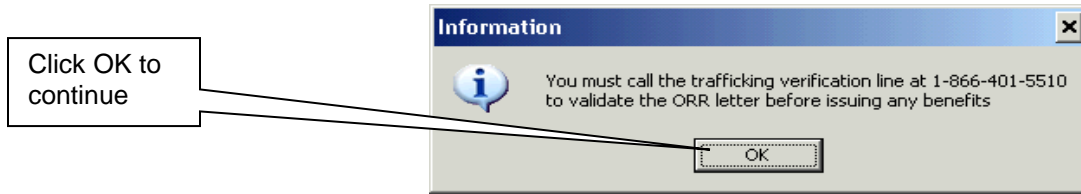
- Open the Alien Type Determination Script in the Alien Checklist; and select Victims of Trafficking and Violence Protection Act of 2000 and POS will display the following window:

Victims of Trafficking and Violence Protection Act of 2000 window

Select Yes



- Select **YES** next to the statement Victims of Trafficking and Violence Protection Act of 2000. POS will display the following reminder to call the trafficking verification line:



New information

- Verify the letter that individual presents by calling:
 - the National Call Center at **(800) 203-7001** if a Verification of Release form from ORR is presented;
 - the HHS trafficking victim verification line at **(866) 401-5510** if an HHS Adult Certification letter, Child Eligibility letter or Child Interim Assistance letter is presented.

Note: the verification line must also be called to obtain the certification date for certified HTVs who do not have their OTIP letter. Staff must notify OTIP of the benefits for which the individual has applied for.

- Accept the validated OTIP certification letter or letter of eligibility as proof of satisfactory immigration status for eligibility for benefits. U.S. Citizenship and Immigration Services (USCIS) documentation of immigration status is not required from HTVs. If available, USCIS documentation may be used to verify identity.
- When an applicant has a **T** visa with an employment authorization document (**I-766**), ask if the applicant is in receipt of a refugee match grant (RMG). If the certification/ eligibility date on the OTIP letter is within four months of the CA/SNAP application filing date, the applicant must obtain a letter confirming whether or not the applicant is in receipt of a RMG. The confirmation letter may be obtained from their nearest Refugee Resettlement Agency. See **Attachment E** for a list of the Refugee Resettlement Agency sites. HTVs in receipt of a RMG are ineligible for CA for four months from the OTIP certification date.

Updated information

Note: For the T visa holders the date of eligibility is the date of a T Visa.

- Scan and index the documentation provided regarding the individual's status as an HTV.

- After clicking **OK** to the reminder to call the trafficking verification line, click **Next** on the bottom of the Victims of Trafficking and Violence Protection Act of 2000 window. Select **Additional Information** in the Alien Type Determination Script and POS will display the following window:

- Enter the noncitizen registration number in the **Alien Registration Number** field if the noncitizen HTV has a **T** visa. If the HTV does not have an Alien Registration Number, leave this field blank.
- Enter the Certification Date (for adults) or the Initial Eligibility Date (for minors) from the OTIP letter in both the **Certification (Initial Eligibility) Date (Alien Type D Only)** and the **Date the Individual Physically Entered the U.S.** fields in the Additional Information window. The same date must be entered in both fields.

Updated information

Note: For the T visa holders the date of eligibility is the date of a T Visa.

- In the Human Trafficking Victim window in POS, staff can track the applications of federally certified HTVs that will not be assigned ACI code **D** and track the applications for all state-confirmed HTVs. The window appears after the **Pre-Referrals** window in the CA application interview.

Human Trafficking Victim window

- If an individual is a state-confirmed HTV or an HTV certified by OTIP, select “**Yes**” to the first question in the window (Is this individual a Human Trafficking Victim?). If the individual is a state-confirmed HTV, select “**Yes**” to the second question in the window (Is this individual NYS-Confirmed HTV?). Select **Next** at the bottom of the window after the questions have been answered and any documentation has been submitted.
- POS will transmit Action Code **991T** to NYCWAY for any individual that is a state-confirmed HTV and any HTV that is certified by OTIP but will not be assigned ACI code **D**.
- If the HTV is in need of a DV referral, answer **Yes** to the fourth question.

See [PD #15-08-ELI](#) for the Domestic Violence program procedure.

See [PD #13-09-ELI](#) for eligibility information on battered noncitizens.

Note: It is possible that an HTV who was trafficked by an intimate partner may be a victim of domestic violence (DV) and wish to see a Domestic Violence Liaison (DVL) for possible waivers from program requirements and referrals for services. Additionally, a noncitizen state- confirmed HTV who was trafficked by a spouse who is a U.S. citizen or an LPR may be eligible for benefits as a qualified battered noncitizen (ACI code **B**).

OTDA will determine the best facility to refer the applicant to for safety issues.

During an interview at a Job Center, in cases in which the HTV completes the Domestic Violence Screening Form (**LDSS-4583**) and agrees to meet with a DVL, the JOS/Specialized JOS must refer the HTV to a DVL for a DV interview.

Human trafficking victims may have difficulty with specific program requirements due to safety implications. For those victims who complete the **LDSS-4583** and agree to meet with the DVL, the DVL will determine if the victim meets the definition of a domestic violence victim and if the individual is eligible for certain waivers of program requirements.

Individuals who fail to comply with an eligibility or program requirement for CA and do not meet the criteria for waivers to those requirements, should be considered for good cause when there are safety concerns with the required eligibility and program requirements.

For example, an applicant wants to obtain child support but has severe anxiety about facing the absent parent in court. The claim must be investigated to determine if good cause exists for not participating in the child support process.

Both state-confirmed HTVs and federally certified HTVs that indicate being a victim of domestic violence should be encouraged to meet with the DVL.

- complete the interview and issue the Documentation Requirements and/or Assessment Follow-Up (**W-113K**) to the applicant for any required documentation.

Eligibility Determination

In addition to completing all the required fields on the POS TAD when making an eligibility determination (e.g. budget authorization, CA status, CA reason code, CA date, FS status, FS reason code, FS date) the Specialized JOS must:

- enter State/Federal Charge Code **30** (Refugee Assistance Programs RCA/RMA) if CA benefits will be provided under the SNA category for an HTV with an OTIP certification, letter of eligibility or a **T** Visa and the CA application date is within eight months of the date of certification or eligibility.
 - Enter the Certification Date (for adults) or the Initial Eligibility Date (for minors) from the OTIP letter or a T visa date of status as the State/Federal Charge Date if State/Federal Charge Code **30** is used.

Manual completion of the TAD for OTIP-certified noncitizen HTV applicants that cannot be processed in POS

See the Preparation of Form LDSS-3517 in the Authorization of Grants Manual for instructions on completing a TAD.

In addition to completing all the required elements on a TAD when making an eligibility determination (e.g. budget authorization, client identification number, categorical code, employability code), the Specialized JOS must:

See [PB #09-105-SYS](#) for noncitizen related information captured on the TAD.

- enter code **30** in Element **307** of the TAD if benefits are provided under SNA for noncitizen HTV with OTIP certification, letter of eligibility or a **T** Visa and an application date within eight months of the date of certification or eligibility.
- enter the Certification Date (for adults), the Initial Eligibility Date (for minors) from the OTIP letter or eligibility date for a **T** Visa in Element **325** of the TAD if State/Federal Charge Code **30** is entered in Element **307**.
- enter **D** in Element **382** (Alien Citizenship Indicator) of the TAD.

Note: If an individual meets the criteria to be assigned ACI code **D** and also meets the criteria to be assigned another ACI code, choose the ACI code that affords the individual the most benefit eligibility. For example: If an individual who meets the criteria to be assigned ACI code **D** has been in the status of lawfully admitted for permanent residence for at least five years, use ACI code **K** (Persons lawfully admitted for permanent residence).

- enter the noncitizen registration number in Element **381** (Alien Registration Number) if the noncitizen HTV has a **T** visa. If the noncitizen HTV does not have an Alien Registration Number, leave this element blank. Element **381** is an optional field for individuals with ACI code **D**.
 - enter the Certification Date (for adults), the Initial Eligibility Date (for minors) from the OTIP letter or eligibility date for a T Visa holders in Element **389** (Date of Status) and Element **347** (Date Entered Country). The Date of Status and Date Entered Country must be the same.

New information
Refer to [PB #15-67-SYS](#)

Note: Staff are reminded that all paper transactions must be submitted through the Paperless Alternate Module (PAM).

Non-citizen state-confirmed HTVs without five or more years in a qualified status, PRUCOL and undocumented applicants

During an application interview, if a JOS learns that a non-citizen state-confirmed HTV applicant is a/an:

Updated information

- LPR (Alien Citizenship Indicator [ACI] code **K**), or
- Battered Qualified Alien (ACI code **B**), or
- Parolee for at least one year (ACI code **G**) without five years in qualified status, or
- PRUCOL (ACI code **O** and **E**) and Undocumented (ACI code **E**),

Refer to [PB #08-32-OPE](#) for referring cases to the Immigrant Liaison Supervisor.

the worker must suspend the interview and alert their supervisor. The supervisor will reassign the case to the Immigrant Liaison Supervisor, who will assign the case to a Specialized JOS.

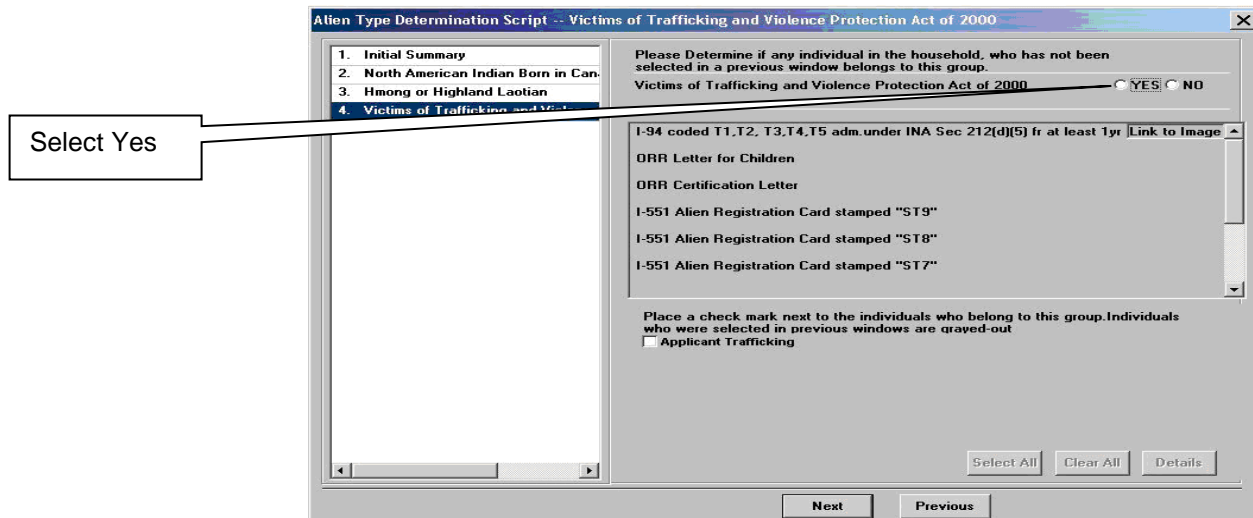
State-confirmed HTV without satisfactory immigration status

If the Specialized JOS determines that the state-confirmed HTV is a noncitizen without satisfactory immigration status, worker must inform the state-confirmed HTV to call Safe Horizon hot line at **(718) 943-8652** or Sanctuary for Families at **(212)349-6009**. Safe Horizon or Sanctuary for Families will assist the HTV in obtaining available services. Whenever a state-confirmed HTV is informed to call one of the regional service providers, a note must be entered in POS indicating the referral.

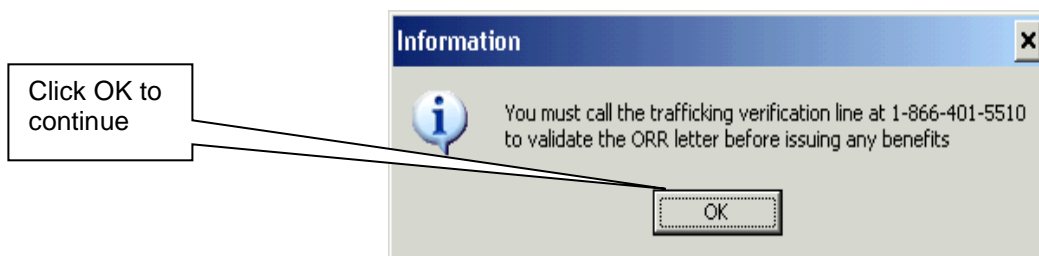
NCA SNAP Center Process

When the Eligibility Specialist gets to the Alien Checklist during the application interview process in SNAP POS for any individuals who are OTIP certified HTVs, family members of OTIP certified HTVs with derivative **T** visas, or minors with letters of eligibility from the OTIP that are not currently LPRs with at least five years in that status or citizens, the worker must:

- Open the Alien Type Determination Script in the Alien Checklist and select Victims of Trafficking and Violence Protection Act of 2000 and SNAP POS will display the following window:



- Select **YES** next to the statement Victims of Trafficking and Violence Protection Act of 2000. SNAP POS will display the following reminder to call the trafficking verification line:



The designated PAA II or PAA III will call the trafficking verification line.

New information

- Contact the designated PAA II or PAA III who will verify the letter that the individual presents by calling:
 - the National Call Center at **(800) 203-7001** if a Verification of Release form from ORR is presented;
 - the HHS trafficking victim verification line at **(866) 401-5510** if an HHS Adult Certification letter, Child Eligibility letter or Child Interim Assistance letter is presented.

Note: the verification line must also be called to obtain the certification date for certified HTVs who do not have their OTIP letter. Staff must notify OTIP of the benefits for which the individual has applied for.

- Accept the validated OTIP certification letter or letter of eligibility as proof of satisfactory immigration status for SNAP. USCIS documentation is not required from HTVs. If available, USCIS documentation may be used to verify identity.
- Scan and index the documentation provided regarding the individual's status as an HTV.
- After selecting **OK** to the reminder to call the trafficking verification line, select **Next** on the bottom of the Victims of Trafficking and Violence Protection Act of 2000 window. Select **Additional Information** in the Alien Type Determination Script and SNAP POS will display the following window:

Alien Type Determination Script -- Additional Information for

1. Initial Summary	Name	Type
2. North American Indian Born in Can.	SSN	Date of Birth
3. Hmong or Highland Laotian	Date of Status (DOS) from WMS	Link to the Entry Date Procedure
4. Victims of Trafficking and Violence	Date Entered Country (DEC) from WMS	
5. Cuban/Haitian Entrants	Instructions	
6. Refugees or Amerasian Immigrants	Please Read This Before Entering the Dates listed below!	
7. Asylee	For immigrants who were determined to be Battered Aliens (B) enter the Date of Application, when determination for alien status 'B' was made, in the 'Date of Application when alien status 'B' was Determined'. For Legal Permanent Residents (K) who have their Legal Permanent status for less than 5 years, you must investigate if they had other qualified status prior to becoming an LPR. If prior status can be verified, you must enter the date when original status was obtained. Legal Permanent Residents (K), Parolees for at	
8. Deportation or Removal Withheld	Alien Number	
9. Conditional Entrant	Does the Individual Have Employment Authorization Document I-688B or I-766?	<input type="radio"/> Yes <input type="radio"/> No
10. Legal Permanent Resident	Does the Individual Have Social Security Card Authorizing Employment (card doesn't say 'Not Valid for Employment')?	<input type="radio"/> Yes <input type="radio"/> No
11. Parolee for at Least One Year	Dates	
12. Battered (Abused) Spouse and/or I	Date of Entry (Alien Type R or F)	00/00/0000
13. Parolee for Less than One Year	Date Status Granted (Alien Type A, H, L, Z, K, T or G)	00/00/0000
14. PRUCOL (PA)	Date of Application when alien status 'B' was Determined	00/00/0000
15. PRUCOL (MA)	Date Deportation/Removal Withheld (Alien Type J only)	00/00/0000
16. Undocumented immigrant or non-im	Certification (Initial Eligibility) Date (Alien Type D only)	00/00/0000
17. Additional Information for Mdsaoon	Did the Individual Have Other Qualified Status Prior to Becoming an LPR?	<input type="radio"/> Yes <input type="radio"/> No
	Prior Status	<input type="radio"/> Yes <input type="radio"/> No
	Documented Date of Prior Status	00/00/0000
	Date the Individual Physically Entered the US (help?)	00/00/0000
	Does the individual have documents to verify U.S. residence prior to 8/22/96?	<input type="radio"/> Yes <input type="radio"/> No
	Was this individual out of US since that date for 30 consecutive days (help?) or a total of more than 90 days?	<input type="radio"/> Yes <input type="radio"/> No

- enter the noncitizen registration number in the **Alien Registration Number** field if the noncitizen HTV has a **T** visa. If the HTV does not have an Alien Registration Number, leave this field blank.
- enter the Certification Date (for adults), the Initial Eligibility Date (for minors) from the OTIP letter or eligibility date for the T visa holders in both the Certification (Initial Eligibility) Date (Alien Type **D** Only) and the Date the Individual Physically Entered the U.S. fields in the Additional Information window. The same date must be entered in both fields.

In the Human Trafficking Victim window in SNAP POS staff can track the applications of federally certified HTVs that will not be assigned ACI code **D** and track the applications for all state- confirmed HTVs. The window appears after the **Other Information** window in the SNAP application interview.

Human Trafficking Victim window

- If an individual is a state-confirmed HTV or an HTV certified by OTIP, select “**Yes**” to the first question in the window (Is this individual a Human Trafficking Victim?). If the individual is a state-confirmed HTV, select “**Yes**” to the second question in the window (Is this individual NYS-Confirmed HTV?). Select **Next** at the bottom of the window after the questions have been answered and any documentation has been submitted.

SNAP POS will transmit Action Code **991T** to NYCWAY for any individual that is a state-confirmed HTV and any HTV that is certified by OTIP but will not be assigned ACI code **D**.

- Complete the interview and issue/generate the Action is Required! You must submit documents for your SNAP case (**FIA-1146**) notice for any required documentation.

Process for state-confirmed HTVs

The state-confirmed HTV must be interviewed by the Eligibility Specialist to determine their eligibility for SNAP benefits.

Noncitizens without satisfactory immigration status

If the Eligibility Specialist determines that the state-confirmed HTV is a noncitizen without satisfactory immigration status, the worker must inform the state-confirmed HTV to call Safe Horizon hot line at **(718) 943-8652** or Sanctuary for Families at **(212)349-6009**. Safe Horizon or Sanctuary for Families will assist the HTV in obtaining available services. Whenever a state-confirmed HTV is informed to call one of the regional service providers, a note must be entered in POS indicating the referral.

Note: The designation of being a state-confirmed HTV does not change an individual's immigration status and does not affect their noncitizen eligibility to receive SNAP benefits.

See [PD #15-08-ELI](#) for the NCA SNAP Center DVL referral process.

If at any time during an interview, an HTV with satisfactory immigration status expresses a desire to be referred to the DVL for assistance, refer the HTV to a DVL for a DV interview. Referrals should be made to the DVL in the co-located Job Center or to the DVL in the nearest Job Center.

Obtaining Documentation

Refer to [PD #17-11-ELI](#) for detailed instructions on lost or expired immigration documents.

It is possible that the HTV may not be able to provide certain documents needed to prove identity and/or immigration status. Before denying an application for failure to provide documents, staff must assist victims in obtaining verification of identity and/or immigration status.

See [PD #18-09-SYS](#) for information on the SAVE Program.

If the HTV has a noncitizen registration number or an **I-94** number, a Systematic Alien Verification for Entitlements (SAVE) clearance must be done to verify the individual's immigration status.

Noncitizen Eligibility for CA/SNAP benefits

JOS/Specialized JOS/Workers are reminded to use the Alien Eligibility Desk Guide (**LDSS-4579**) as a reference when servicing noncitizens applying for assistance. The **LDSS-4579** assists with determining what CA, SNAP, and MA benefits noncitizens are entitled to receive and the category under which CA benefits may be provided, if the noncitizen is otherwise eligible.

PROGRAM IMPLICATIONS

SNAP Implications

OTIP-certified noncitizen HTVs and a T visa holders are eligible to receive SNAP benefits to the same extent as refugees under Section 207 of the INA. Unlike the OTIP Certified HTVs, the designation of being a state-confirmed HTV does not change an individual's immigration status and does not affect their noncitizen eligibility to receive SNAP benefits.

In NCA SNAP Centers, when workers encounter a potential HTV, they must alert their Supervisor for guidance. If necessary, the Supervisor will request a clearance from the Office of Refugee and Immigrant Affairs (ORIA) using the ORIA Clearance Request Form (**ORIA-195**).

Medicaid Implications

OTIP-certified noncitizen HTVs and a T visa holders are eligible to receive Medicaid to the same extent as refugees under Section 207 of the INA.

A noncitizen HTV who receives RCA will also receive Refugee Medical Assistance for the first eight months of status.

HTVs who are citizens or noncitizens with a satisfactory immigration status are eligible for Medicaid as any citizen or noncitizen with a satisfactory immigration status, if otherwise eligible. State-confirmed HTVs without a satisfactory immigration status may receive Medicaid coverage and care necessary for the treatment of an emergency medical condition. State-confirmed HTV who are pregnant may be provided Medicaid at any time without regard to immigration status.

Minor children (under 18 years of age) may receive emergency Medicaid. Treatment should be sought at the closest emergency room. Minor HTVs may receive treatment for an emergency medical condition under Medicaid. Minor children who are state-confirmed noncitizen HTVs may be provided medical coverage without regard to their immigration status under the Child Health Plus program. The Child Health Plus program is distinct and separate from the Medicaid program.

An ineligible noncitizen is not entitled to MA except in emergency situations. Certain individuals with unexpired temporary non-immigrant visas may qualify for state funded MA. Additionally, pregnant women may be provided MA for medical services related to pregnancy without regard to immigration status. Refer to the Residency Review Worksheet **MAP 3123**.

LIMITED ENGLISH PROFICIENT (LEP) AND DEAF/HARD-OF-HEARING IMPLICATIONS

Staff must obtain appropriate interpretation services for individuals who are Limited English Proficient (LEP) or deaf or hard-of-hearing. Please refer to [PD #18-10-OPE](#) and [PD #17-19-OPE](#) for detailed instructions.

FAIR HEARING IMPLICATIONS

Avoidance/
Resolution

Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken on their case.

Conferences at Job
Centers

An applicant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS I/Supervisor I at any time. If an applicant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen. In Model Centers, the Receptionist at Main Reception will issue an FH&C ticket to the applicant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff.

The FH&C AJOS I/Supervisor I will listen to and evaluate any material presented by the applicant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS I/Supervisor I will explain the reason for the Agency's action(s) to the applicant/participant.

If the determination is that the applicant/participant has presented good cause for the adverse action or that the outstanding Notice of Intent needs to be withdrawn for other reasons, the FH&C AJOS I/Supervisor I will Settle in Conference (SIC), enter detailed case notes in New York City Work, Accountability and You (NYCWAY) and forward all verifying documentation submitted by the applicant/participant to the appropriate JOS/Worker for corrective action to be taken.

In addition, if the adverse case action still shows on the “Pending” (08) screen in WMS, the AJOS I/Supervisor I must prepare and submit a Fair Hearing/Case Update Data Entry Form (LDSS-3722), change the Fair Hearing Status from 02 to an 01 if the case has been granted Aid to Continue (ATC), or prepare and submit a PA Recoupment Data Entry Form – WMS (LDSS-3573) to delete a recoupment. The AJOS I/Supervisor I must complete a Conference Report (M-186a).

If the determination is that the applicant/participant has not shown good cause for the adverse action or that the Agency’s action(s) should stand, then the AJOS/Supervisor I will explain to the applicant/participant why they cannot SIC. The AJOS/Supervisor I must complete an M-186a form.

Should the applicant/participant elect to continue their appeal by requesting or proceeding to a Fair Hearing, already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

The FH&C AJOS I/Supervisor I is responsible for ensuring that further appeal by the applicant through a Fair Hearing request is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Conferences at
NCA SNAP Centers

If an applicant comes to the NCA SNAP Center and requests a conference, the Receptionist must alert the Center Director’s Designee that the applicant is to be seen. If the applicant contacts the Eligibility Specialist directly, advise the applicant to call the Center Director’s Designee.

The Center Director’s Designee will listen to and evaluate the applicant’s complaint regarding the action taken on the case. After reviewing the documentation and case record and discussing the issue with the Group Supervisor/Eligibility Specialist, the Center Director’s Designee will make a decision.

The Center Director’s Designee is responsible for ensuring that further appeal by the applicant through a Fair Hearing request is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets

Evidence Packets must include a copy of the Action Taken Notice and any other information to support the action.

REFERENCES

[03-ADM-01](#)
[04-ADM-08](#)
[09-ADM-01](#)
[03 INF 14](#)

[GIS 09 TA/DC022](#)
[GIS 10 MA/002](#)
[18 NYCRR 765](#)
[SSL 483-aa](#)

RELATED ITEMS

[PB #03-88-ELI](#)
[PB #08-32-OPE](#)
[PB #09-105-SYS](#)
[PB #10-10-SYS](#)
[PB #10-11-SYS](#)
[PB #13-13-SYS](#)
[PB #13-15-SYS](#)
[PB #15-67-SYS](#)
[PD #03-17-ELI](#)
[PD #05-15-ELI](#)
[PD #10-14-SYS](#)
[PD #13-09-ELI](#)
[PD #15-08-ELI](#)
[PD #17-11-ELI](#)
[PD #18-09-SYS](#)

ATTACHMENTS

Attachment A Certification Letter and Child Eligibility Letter from the OTIP
Attachment B Notice of Confirmation as a Human Trafficking Victim in New York State
Attachment C Services Provided by Safe Horizon
Attachment D Services Provided by Sanctuary for Families
Attachment E NYC Refugee Resettlement Agencies
Attachment F Sample Notice of Action (**I-797**) indicating an Approved **I-914A**



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office on Trafficking in Persons | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/endtrafficking

HHS Tracking Number

DOB: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

CERTIFICATION LETTER

Dear [REDACTED]

This letter confirms that you have been certified by the U.S. Department of Health and Human Services (HHS) under section 107(b)(1)(E) of the Trafficking Victims Protection Act of 2000. With this certification; you are eligible for benefits and services under any Federal or State program or activity funded or administered by any Federal agency to the same extent as an individual who is admitted to the United States as a refugee under section 207 of the Immigration and Nationality Act, provided you meet other eligibility criteria. Certification does not confer immigration status.

Your certification date is [REDACTED] 2018. The benefits outlined in the previous paragraph may offer assistance for only limited time periods that start from the date of this certification. Therefore, if you wish to seek assistance, it is important that you do so as soon as possible after receipt of this letter.

You should present this letter when you apply for benefits or services. Benefit-issuing agencies must call the toll-free trafficking verification line at 1 (866) 401-5510 to verify the validity of this document and to inform HHS of the benefits for which you have applied.

The Department of Labor offers employment and training services for which you may be eligible. Call 1-877-USA-JOBS or visit www.servicelocator.org to find out about the nearest One-Stop Career Center

You must notify this office of your current mailing address. Please send a dated and signed letter with any changes of address to: Trafficking Program Specialist, Office on Trafficking in Persons, 330 C Street SW, Room 4126, Washington, DC 20201. We will send all notices to your current mailing address, and any notice mailed to your current mailing address constitutes adequate service. You may also need to share this same information with state and local benefit-issuing agencies.

Sincerely,

Katherine Chon
Director
Office on Trafficking in Persons



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office on Trafficking in Persons | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/endentrafficking

HHS Tracking Number: [REDACTED]
DOB: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

ELIGIBILITY LETTER

Dear [REDACTED]

We have determined that you were subjected to a severe form of trafficking in persons. In accordance with 22 U.S.C. § 7105(b)(1)(G), this Eligibility Letter confirms that you are eligible to apply for benefits and services to the same extent as a refugee. This letter does not confer immigration status.

You can start applying for benefits and services on [REDACTED] 2018.

If you wish to apply for benefits and services, it is important that you seek assistance as soon as possible because some of the benefits are time-limited and may expire. When you access benefits, bring the original copy of this letter to the benefit-issuing agency.

See the attached packet for further information on accessing benefits and services, descriptions of the benefits and services you are eligible for, and information about the comprehensive case management services that are available to support you in this process.

The National Human Trafficking Hotline at 1-888-373-7888 is also available 24 hours a day, 7 days a week to connect you with available services in your area.

Sincerely,

Katherine Chon
Director
Office on Trafficking in Persons

Benefit-issuing agencies: To verify the validity of this letter, you may call the toll-free HHS Trafficking Victim Verification Line at 1-866-401-5510 during regular business hours.



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

BARBARA GUINN
Executive Deputy Commissioner

NOTICE OF CONFIRMATION AS A HUMAN TRAFFICKING VICTIM IN NEW YORK STATE

[date]

[name]

[c/o referring law enforcement agency or district attorney's office, RHTP case management provider, local department of social services, or other service provider]

[number and street]

[city, state, zip code]

OTDA Tracking Number: **xxxx**

Dear [name],

The New York State Division of Criminal Justice Services, in consultation with the New York State Office of Temporary and Disability Assistance has reviewed the information that the [referral source] supplied on [date] regarding your circumstances and have determined that you **MEET THE CRITERIA FOR CONFIRMATION** as a human trafficking victim in New York State.

Under New York State law, you may be entitled to assistance through the local Department of Social Services at the address below, as well as the New York State Office of Victim Services:

Local DSS

[number and street]

[city, state, zip code]

xxxx

Human Trafficking Liaison

New York State Office of Victim Services

55 Hanson Place, 10th Floor

Brooklyn, NY 11217

1-800-247-8035

www.ovs.ny.gov

Should you require further information or a copy of the explanation of this determination, please contact the New York State Office of Temporary and Disability Assistance at 212-961-5688. Either you or your representative may request a copy of the explanation of this determination.

Best wishes,

Program Manager, Response to Human Trafficking Program

cc: Division of Criminal Justice Services



Anti-Trafficking Program

Safe Horizon Anti-Trafficking Program

Established in 2001, Safe Horizon's **Anti-Trafficking Program (ATP)** is one of the largest service providers for survivors of human trafficking in the United States. The ATP's services are open to women and men, including transgender individuals as well as children who have been compelled to work against their will. Human trafficking commonly occurs in areas such as domestic servitude, health care, manufacturing, construction, agriculture, food service, beauty salons, and the commercial sex industry. Since its founding, ATP has assisted more than 500 cases within and outside the New York metropolitan area, supporting survivors of human trafficking from over 60 countries.

What is Human Trafficking?

Human trafficking is a gross violation of human rights. It is the illegal trade in human beings through recruitment or abduction, by means of force, fraud, or coercion for the purposes of forced labor, debt bondage or sexual exploitation. Human trafficking is also referred to as modern day slavery. Trafficked persons are often forced, through sexual, physical and/or psychological violence, to perform work under slavery-like conditions. Of the estimated 700,000 to 2 million people trafficked globally each year, thousands are trafficked to or within the United States. New York City has been identified as a hub for human trafficking. The city is a logical place for trafficking to occur because of its large population of immigrants, its close proximity to major international ports, and its concentration of many formal and informal industries where severe labor rights violations can go undetected. Human trafficking does not always involve crossing an international border, **Safe Horizon's Streetwork Project** works closely with the Anti-Trafficking Program to provide services to domestically trafficked youth including United States citizens and lawful permanent residents.

A Unique Approach to Human Trafficking

Safe Horizon's **Anti-Trafficking Program** maintains a two-tiered approach to fighting the epidemic of human trafficking. First, we provide an intensive case management intervention model and legal services as well as referrals for other supports. Second, we recognize that client services alone will not turn the tide on human trafficking. In response, our Anti-Trafficking Program also offers a range of services including education, awareness raising, technical assistance, training and advocacy to foster systemic change.

A Comprehensive Model of Service Delivery

Safe Horizon's ATP designs and implements services that are survivor-centered, trauma-informed and rights-based by providing intensive case management and legal services to survivors of trafficking. The program has proven its capability and effectiveness in delivering a continuum of direct services to a large and varied population of trafficked persons:

- Culturally and linguistically sensitive services
- Shelter and housing referrals
- Supportive counseling and empowerment groups
- Linkages to other services
- Assistance with material needs
- Facilitation of access to public benefits
- Legal assistance
- Advocacy through the criminal justice system



National Training and Technical Assistance

The ATP responds to client needs and emerging issues from the field by developing an array of best practice materials. ATP can provide tailored trainings and presentations to meet the needs of your audience.

- Since 2004, Safe Horizon has provided anti-trafficking education to more than 6,500 professionals throughout the U.S. through the Family Violence Prevention Fund, the U.S. Department of Justice, Freedom Network Training Institute, Intergovernmental Institute on Research and New York State Office of Temporary Disability Assistance.
- In Fiscal Year 2009-2010, ATP trained more than 2,000 first responders on ways to identify and assist trafficked persons. Audience members primarily included law enforcement, social service providers and other key stakeholders.

Sharing Best Practices around the Globe

The Anti-Trafficking Program also focuses on the global aspects of trafficking by working with advocates and law enforcement from around the world.

- Through the U.S. Department of State International Visitors Program, ATP staff has conducted informational exchanges with over 600 dignitaries and officials from every region of the world. Key visitors include federal level prosecutors, leaders of social service agencies and members of national legislatures.
- The Anti-Trafficking Program was selected as a civil society organization participating in the Organization of American States meeting of National Authorities on Human Trafficking held in Venezuela, March 2006.
- In 2005 and 2010, Safe Horizon was the U.S. representative at the Global Alliance Against Trafficking in Women consultancy meeting for human trafficking social service providers held in Bangkok, Thailand.

Building Collaborations

Safe Horizon works in partnership with other advocates, law enforcement agencies, and government entities because preventing human trafficking and providing necessary support to victims cannot be done alone. Safe Horizon is a founding member of the Freedom Network (USA), the Freedom Network Training Institute and the New York Anti-Trafficking Network. Safe Horizon is also a member of the New York City Anti-Trafficking Task Force.

For more information, please contact Safe Horizon's Anti-Trafficking Program: 718-943-8648
Avaloy Lanning, Senior Director, Anti-Trafficking Program (Avaloy.lanning@safehorizon.org)

The mission of Safe Horizon is to provide support, prevent violence, and promote justice for victims of crime and abuse, their families and communities. For emergency assistance, please call one of our 24-hour hotlines—Domestic Violence: 800-621-HOPE, Crime Victims: 212-577-7777, Rape, Sexual Assault, and Incest: 212-227-3000. For more information about Safe Horizon, please call 212-577-7700.



Wall Street Station
New York, NY 10268
Tel: (212)349-6009
Fax: (212)349-6810
Sanctuaryforfamilies.com
info@sffny.org

MISSION

Sanctuary for Families is dedicated to the safety, healing and self-determination of victims of domestic violence and related forms of gender violence. Through comprehensive services for our clients and their children, and through outreach, education and advocacy, we strive to create a world in which freedom from gender violence is a basic human right.

PROGRAM ACCOMPLISHMENTS

In FY 2014-2015, we increased our impact by nearly 50%, serving nearly 15,000 adults and children. Over 200 full-time staff communicated with clients in more than 30 languages. We provided services in 19 locations throughout New York City, and engaged more than 2,000 volunteers.

CLINICAL & CRISIS SERVICES

Our social workers supported over 5,600 survivors and their children through individual and group counseling, crisis intervention, referrals and a range of supportive services to counteract the deep emotional effects of abuse and help our clients thrive.

LEGAL SERVICES

Staff attorneys, with the support of over 500 pro bono lawyers, provided legal representation, advocacy and related services to nearly 5,800 clients, with positive outcomes in family and matrimonial law, immigration, public benefits, and other specialty areas.

SHELTER SERVICES

Five shelter locations offered confidential housing and supportive services to 505 women and children. 70% of clients in our Sarah Burke House transitional shelter moved into permanent housing.

ECONOMIC EMPOWERMENT SERVICES

146 survivors of gender violence participated in the Economic Empowerment Program's intensive career training workshop. 750 additional clients received financial literacy support, employment referrals, education and additional services to help them achieve economic independence.

CHILDREN & YOUTH SERVICES

Recognizing the unique needs faced by the youngest victims and witnesses of gender violence, we assisted over 2,700 children, teens and youth by providing educational advocacy, tutoring, recreational activities, afterschool enrichment and childcare.

OUTREACH, EDUCATION & TRAINING

We provided outreach, education and trainings to approximately 40,000 concerned community members, including potential victims, families, teachers, clergy, judges, law enforcement and service providers. These public efforts increased awareness about gender violence and improved prevention efforts in our communities.

SYSTEMS-CHANGE ADVOCACY

We successfully advocated for improved policies and legislation around issues affecting survivors of domestic violence and sex trafficking, including passage of the Trafficking Victims Protection and Justice Act in New York State. Our advocacy on behalf of clients in need of affordable housing options encouraged New York City's creation of the LINC housing program.



The following principles of evaluation and strategic learning are rooted in Sanctuary's mission and value statements.

1. We at Sanctuary for Families are deeply committed to excellence and integrity
 - a. We promote and adhere to the highest professional standards
 - b. We strive to be knowledgeable, creative, and persistent in recognizing and meeting client needs
 - c. We do evaluation primarily for internal purposes; the results provide Sanctuary's staff, board and funders with feedback about the effectiveness of our work – what we do well and what we need to do better or differently
 - d. We focus our evaluation efforts in certain program areas, especially those concerning strategic priorities
2. We strive to be innovative leaders at the forefront of the domestic violence and sex trafficking movements, as well as movements associated with related forms of gender-based violence
 - a. Client needs and experiences inform Sanctuary's programs, services, and education and advocacy efforts
 - b. We identify techniques and methodologies in the program evaluation field and customize them to make them relevant to survivors of domestic violence, sex trafficking, and related forms of gender violence.
 - c. We pioneer programs and practices to promote the overall advancement of the field of gendered violence and the field of domestic violence, in particular, and provide guidance and mentoring to other service providers
3. We value open honest and respectful communication
 - a. Program evaluation gives our clients the opportunity to provide feedback about our services in a way that honors and protects their need for confidentiality
 - b. Our evaluation tools and methods are designed with the diverse cultural and linguistic needs of our clients in mind
 - c. Evaluation engages our staff in the process of identifying solutions that achieve optimal results
4. We honor our commitments to our clients, our mission, our profession, each other and our funders
 - a. Our program evaluation work ensures that we are on track toward achieving our mission
 - b. We invest our financial and staff resources in evaluation in order to ensure our that we meet our commitments
 - c. We are dedicated to ensuring that our resources are used effectively and efficiently while ensuring maximum rigor given the available resources

Attachment E

NYC Refugee Resettlement Agency Affiliates

Agency	Contact	Address	Email	Phone Number	Fax Number
CAMBA Inc.	Bardha Mazreku, Director of Refugee Resettlement	2211 Church Avenue, 2 nd Floor Brooklyn, NY 11226	bardham@camba.org	(718) 282-0108 Extension 66112	(718) 282-8329
Catholic Charities Community Services Archdiocese of New York	Kelly Agnew-Barajas, Resettlement Director	80 Maiden Lane, 13 th Floor New York, NY 10022	kelly.agnew-barajas@archny.org	(212) 419-3726	(212) 421-0021
HIAS New York	Alla Shagalova Director, Resettlement Program	411 Fifth Avenue, Suite 1006 New York, NY 10013	alla.shagalova@hias.org	(212) 613-1441	(212) 967-4442
International Rescue Committee	Rebecca Noto, Resettlement Director	263 West 38 th Street, 6th Floor New York, NY 10018	rebecca.noto@rescue.org	(212) 377-4732	(212) 377-4729

Attachment F

Option 1

Notice of Action (I-797)

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-797, Notice of Action

UNITED STATES OF AMERICA

I914 Principal Applicant A#: [REDACTED] I914A Applicant A#: [REDACTED]		CASE TYPE: I-914A Application for Immediate Family Member of T-1 Recipient
RECEIPT DATE: [REDACTED]	RECEIPT NUMBER: [REDACTED]	PRINCIPAL APPLICANT: [REDACTED]
NOTICE DATE: March 19, 2014	PAGE: 1 of 1	DERIVATIVE APPLICANT: [REDACTED]
AT IN SAFE HORIZON ANTI-TRAFFICKING PRGM [REDACTED]		Notice Type: Approval Class: T2 Valid From: March 18, 2014 To: March 10, 2018

Application for Immediate Family Member of T-1 Recipient (Form I-914 Supplement A) has been approved. We have sent the approved application to the [REDACTED] for processing. Your derivative family member will need to contact the nearest consulate directly to obtain instructions on how to apply for their T nonimmigrant visa. Your derivative family member may contact the consulate or embassy, at any time, after you receive this notice. In order to be admitted to the United States as a T nonimmigrant, your derivative family member must obtain a visa from a consulate. THIS FORM IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA.

The approval of this application does not grant any immigration status and does not guarantee the derivative family member will be found eligible for a visa or for subsequent admission to the United States, or for an extension, change or adjustment of status.

Upon admission to the United States your family member will be eligible to apply for work authorization for the validity period of their T nonimmigrant status. To receive employment authorization, your family member will need to submit an I-763, Application for Employment Authorization, along with a copy of this notice and a copy of their Arrival-Departure Record (Form I-94) to the office listed below.

THIS FORM DOES NOT CONSTITUTE EMPLOYMENT AUTHORIZATION NOR MAY IT BE USED IN PLACE OF AN EMPLOYMENT AUTHORIZATION DOCUMENT.

Contact the Vermont Service Center if you would like to be provided a list of nongovernmental organizations that may be of assistance to you.

Please see attached additional information on the back. You will be notified separately about other cases you filed.

U.S. Citizenship and Immigration Services
[REDACTED]

For Official Use Only

Case Type: I-914A,
Application for Immediate
Family Member of T-1
Recipient

Notice Type: Approval
Class: T2

I914 Principle Applicant A#
I-914A Applicant A#

Option 2



I-914 Principal Applicant A#: [REDACTED] I-914A Applicant A#: [REDACTED]		CASE TYPE: I-914A Application for Immediate Family Member of T-1 Recipient
RECEIPT DATE: [REDACTED]	RECEIPT NUMBER: [REDACTED]	PRINCIPAL APPLICANT: [REDACTED]
NOTICE DATE: March 19, 2014	PAGE: 1 of 1	DERIVATIVE APPLICANT: [REDACTED]
ATTN SAFE HORIZON ANTI-TRAFFICKING PRGM [REDACTED]		Notice Type: Approval Class T2 Valid From: March 18, 2014 To: March 10, 2018

Application for Immediate Family Member of T-1 Recipient (Form I-914 Supplement A) has been approved. We have sent the approved application to the [REDACTED] for processing. Your derivative family member will need to contact the nearest consulate directly to obtain instructions on how to apply for their T nonimmigrant visa. Your derivative family member may contact the consulate or embassy, at any time, after you receive this notice. In order to be admitted to the United States as a T nonimmigrant, your derivative family member must obtain a visa from a consulate. THIS FORM IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA.

The approval of this application does not grant any immigration status and does not guarantee the derivative family member will be found eligible for a visa or for subsequent admission to the United States, or for an extension, change or adjustment of status.

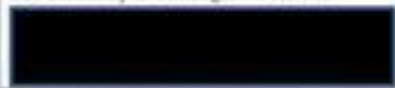
Upon admission to the United States your family member will be eligible to apply for work authorization for the validity period of their T nonimmigrant status. To receive employment authorization, your family member will need to submit an I-765, Application for Employment Authorization, along with a copy of this notice and a copy of their Arrival-Departure Record (Form I-94) to the office listed below.

THIS FORM DOES NOT CONSTITUTE EMPLOYMENT AUTHORIZATION NOR MAY IT BE USED IN PLACE OF AN EMPLOYMENT AUTHORIZATION DOCUMENT.

Contact the Vermont Service Center if you would like to be provided a list of nongovernmental organizations that may be of assistance to you.

Please see attached additional information on the back. You will be notified separately about other cases you filed.

U.S. Citizenship and Immigration Services



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